REQUEST FOR COPIES OF PERMITS, ORDERS
AND OTHER MISCELLANEOUS ITEMS
Form #DCI161 (rev. 01/20)

Please Note: Payment is required prior to delivery of record. A fee of $0.25 per page will be charged. Cash or check accepted for payment. Checks should be made out the the City of Kenosha. In the event it is necessary to search for a record, the hourly wage rate, plus fringe benefits of the employee performing a record search where said costs equal or exceed fifty ($50.00) dollars will be imposed. City Ordinance 27.01 is available to view online at kenosha.org or may be obtained by visiting the City Clerk’s office. You will be notified when your request is complete.

(Please use a SEPARATE request form for EACH address)

Date of Request:___________________ Property Address:____________________________________

Information to be sent to (Please Print Name):______________________________________________

Mailing Address:______________________________________________________________________

Phone Number:________________________________________  FAX #: ________________________

Signature of Requester:________________________________________________________________

Request (Please check all that apply):

☐ Current Building Permit
☐ Closed (Previous) Building Permits (Records are available from 1993 – Present)
☐ Current Building Code Violations/Orders
☐ Closed Building Cases (Records are available from 1998 – Present)
  Please indicate the date(s) requested: ___________________________
☐ Current Property Maintenance Code Violations/Orders
☐ Closed Property Maintenance Code Cases (Records are available from 1998 – Present)
  Please indicate the date (s) requested: ______________________________
☐ Other* (Please Specify): _________________________________________

(For Office Use Only)

☐ The Department of City Inspections has researched the above property and found the following:

Permits: ____________________________  Reinspections: ____________________________

Violations/Orders: _____________________  Other/Comments: _________________________

Initials___________

☐ The Department of City Inspections has researched the above property and found no information on file regarding the petitioner’s request.

Initials _________

For information regarding underground fuel tanks, please contact the Fire Prevention Bureau at 262.653.4110